



DEPARTMENT OF THE ARMY
BRAVO BATTERY, 1ST BATTALION, 30TH FIELD ARTILLERY REGIMENT
U.S. ARMY FIELD ARTILLERY SCHOOL
FORT SILL, OK 73503

REPLY TO
ATTENTION OF

ATSF-BFB

03 October 2012

MEMORANDUM FOR All Field Artillery Captain's Career Course (FACCC) Students

SUBJECT: Academic Requirements and Academic Policy for FACCC

1. REFERENCES.

- a. USAFCOEFS Regulation 350-4, 01 July, 2007, Academic Policy and Procedure.
- b. AR 600-9, Army Weight Control Program.
- c. AR 350-1, Army Training and Leader Development
- d. FM 21-20, Physical Fitness Training
- e. TRADOC Regulation 350-10, Institutional Leader Training and Education
- f. Army Directive 2012-20, Physical Fitness and Height and Weight Requirements for Professional Military Education

2. PURPOSE. To prescribe academic policies, procedures, requirements and responsibilities for administration of student records for students enrolled in the Field Artillery Captains' Career Course (FACCC).

3. GENERAL. FACCC provides a challenging course of instruction to prepare students for the next phase of their army career. The FACCC competencies for CPT's: demonstrate the ability to think critically, possess the ability to provide adaptive and flexible leadership, conduct problem solving, conduct Field Artillery operations planning, synchronize Fire Support assets within unified land operations, and demonstrate proficiency of battery level operations. FACCC focuses on combined arms war fighting at the tactical level across the full spectrum of combat. Instruction will be realistic, encompassing the combined arms team in a variety of environments. Career Course students' are taught with an emphasis on "how to think" and not "what to think." FACCC students are expected to be mature, responsible, and dedicated officers. Small-group learning is the method for training established for FACCC. Group size is expected to be approximately 12 to 17 students.

4. SUBJECTIVE EVALUATION. The principal tool for evaluation of FACCC students is Performance Based Evaluation, which provides the student immediate feedback and subjectively determines the student's tactical decision-making thought process. The goals are to ensure that officers can: understand the nature of tactical problems; visualize a tactical problem; describe that visualization in oral and written form; direct a unit in a tactical problem; and conduct assessments for follow on operations.

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5. PHYSICAL REQUIREMENTS. Students will take an initial Army Physical Fitness Test (APFT) and conduct a height and weight during the first phase of instruction. All U.S. students must meet body composition standards IAW AR 600-9, Army Weight Control Program and the Army Physical Fitness Test standards IAW AR 350-1 and FM 21-20. Failure to meet either of these standards upon in-processing will result in the initiation of a Flag. APFT failures will be rescheduled NET 7 days and NLT 24 days after initial test. Failure to pass the APFT retest results in disenrollment from the course and an AER 1059 marked “Failed to meet course standards”.

6. ACADEMIC REQUIREMENTS.

- a. Eligibility for graduation from FACCC program of instruction is subject to the following provisions:

- (1) Student Proficiency.

- (a) Achieved Course Standards: a student who has passed all critical evaluations and achieved an academic average of 80 percent or greater. A student who completes the course in an academically proficient status will graduate.

- (b) Marginally Achieved Course Standards: a student who has passed all critical evaluations and achieved an academic average between 70 and 79 percent. A student who is academically marginal at the completion of the course may not graduate. The Small Group Leader (SGL) and Team Leader will refer the student to the Battery Commander, who will assess the student’s qualification for graduation. The student’s Academic Evaluation Report (AER) will reflect marginal achievement of course standards.

- (c) Failed to Achieve Course Standards: a student with an academic average of less than 70 percent or retest failure of any critical evaluation. The Battery Commander will refer academically deficient students to the Commandant (CMDT), United States Army Field Artillery School (USAFAS), for disposition. The CMDT may convene a faculty board who will recommend declaring the student a non-graduate with relief from the course, recycling him into another course, or retraining and re-testing as an exception to policy. The CMDT will consider the student’s record; SGL, Team Leader, and Battery Commander recommendation; and written or verbal comments from the student. As appropriate, the student’s AER will reflect a failure to achieve or a marginal achievement of course standards.

- (2) Graduation Requirements. The training goal is for each student to successfully complete all requirements and graduate from the FACCC as outlined below.

- (a) The following modules make up the FACCC curriculum. Modules contain graduation requirements that will be assessed on a point-graded basis, as indicated below:

- Leadership Module: Apply the foundations of building and leading teams, communicating, and demonstrating character and competence. Assessments include the following:

- Argumentative Essay
 - Information Paper

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- Media Plan
- Total point allocation: 70 writing, 30 participation
- Leadership Essentials Module: Apply essentials of mid-grade leadership to develop soldiers within institutional and operational company sized organizations. Assessments include the following:
 - Participation
 - Total point allocation: 50 participation
- Across Cultures Module: Analyze cultural considerations and effects on military plans and operations. Assessments include the following:
 - Student Brief,
 - Total point allocation: 20 speaking, 30 participation
- Mission Command Module: Analyze Mission Command in historical and contemporary battles and operations. Assessments include the following:
 - Historical Analysis Brief- Washita
 - Battle Analysis Paper
 - Total point allocation: 45 speaking, 45 writing, 45 participation
- Unified Land Operations Module: Describe how the Army seizes, retains, and exploits the initiative to gain and maintain a position of relative advantage in sustained land operations. Assessments include the following:
 - Joint Organizational Brief
 - Total point allocation: 40 speaking, 40 participation
- Unit Training Management Module: Develop a unit training plan. Assessments include the following:
 - Class Participation
 - Total point allocation: 20 participation
- Operations Module: Apply the fundamentals of the operations process. Assessments include the following:
 - Commander's Intent and Planning Guidance
 - Course of Action Statement and Sketch
 - Final Artillery Learning Assessment- *Critical Evaluation*
 - Total point allocation: 45 speaking, 50 writing, 55 participation
- Staff Exercise: Analyze operations order; conduct operations process
 - Total point allocation: 100 participation
- Washita Staff Ride: Apply principles gained in Leadership Essentials, Across Cultures, Mission Command, and Unified Land Operations blocks of instruction during a staff ride at the Battle of Washita
- Gunnery Module: Apply 5 requirements for accurate predicted fire throughout the gunnery team:
 - Gunnery 1 (Manual Computations) 70 points
 - Gunnery 2 (Manual Computations) 70 points

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- Gunnery 1 (Automated Computations) 35 points
- Gunnery 2 (Automated Computations) 35 points

-Fire Support Module: Develop fire support plan that supports brigade, task force, battalion, battery, and company sized operations. Assessments include the following:

- Fire Support Planning Quiz 20 points
- Fire Support Planning Exam- *Critical Evaluation* 200 points
- Fire Support Coordination Quiz 20 points

-Field Artillery Battalion Operations Module: Develop battalion field artillery support plan. Assessments include the following:

- Battalion Planning Considerations Quiz 20 points
- Battalion Planning Exam- *Critical evaluation* 200 points

Battery Command Module: Develop skills pertinent to a battery commander. Assessments include the following:

- Field Artillery Army Learning Assessment 130 points
- 15-6 Firing Incident, loss of accountability

-Electives: Apply principles of fires interaction and mission command in support of Unified Land Operations

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(3) The following are the point allocations for FACCC:

Leadership Essentials			50		50
Mission Command	45	45	60		150
UTM			20		20
STAFFEX			100		100
Manual Gunnery 2					70
Automated 2					35
Fire Support Planning				Prac App	200
FA BN Planning Considerations Quiz					20
ALA/BTRY CMD Test					130
CC x .20 + FA Tactical and Technical = 1000					
*Speaking, writing, participation					

(4) Recognition of Academic Excellence.

(a) **Distinguished Honor Graduates.** The Senior Instructor/ Battery Commander will select the U.S. officer and IMS officer from the Commandant's List with the highest cumulative grade point average as the Distinguished Honor Graduate and Distinguished International Honor Graduate. The U.S. officer must meet the height/weight requirements discussed, and score at least 90 points in each APFT event. In order for IMS officer to be considered for Distinguished Honor Graduate, he must take the APFT.

(b) **Commandant's List.** The Commandant's List recognizes exceptional

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performance during the FACCC and is limited to students with a cumulative GPA of 90% or above. Selection for the Commandant's List is based upon both academic performance and SGL appraisal of the whole man concept. SGLs will base their point allocations on evaluation of student overall performance. The final decision on Commandant's List selection rests with the Battery Commander. In order for IMS officer to be considered for Commandant's List, he must take the APFT. A student is ineligible for Commandant's List for the following reasons:

1. Unprofessional or undisciplined behavior.
2. Score below a 90 percent on any *Critical Evaluation*.
3. Failure to meet height/ weight requirements. (Except IMS officers)
4. Failure to achieve a minimum of 90 points in each APFT event.

(c) **Master Gunner Award.** The Master Gunner Award is awarded to the individual who excels in the Gunnery Block and achieves the highest overall GPA. This GPA is the average of all three examinations in the Gunnery Block. Because this award includes the AFATDS/ EMT examination, it will only be awarded to U.S. officers or those IMS with the appropriate security clearance and authorization to attend that module of instruction. The U.S. officer must also meet the height/ weight requirements as previously discussed, and have a minimum of 90 points in each APFT event.

7. ACADEMIC POLICY.

- a. Examinations and Evaluations. Students must take all examinations unless granted an exemption under the provisions of this policy. Students missing examinations due to unauthorized absences will receive a score of zero and be declared a first time failure on combat critical tasks. Examinations missed due to authorized absence must be made up. It is the student's responsibility to contact the SGL to arrange for make-up examinations. This must occur within 24 hours of returning from an authorized absence.
 - (1) Successful completion of the examinations and evaluations is required for graduation. Some of these are designated as *Critical Evaluations*; first-time failures of a *Critical Evaluation* will be afforded one re-test after re-training. Failure to achieve a 70 percent, after one retest, on any critical evaluation will result in the student being declared academically marginal or deficient and may result in the student being recycled or referred to the CMDT and subsequent faculty board. The academic graduation requirements listed above will be assessed on a **1000 point scale**. A student's academic average upon graduation will be based on a cumulative average of all point-graded events conducted during the course.
 - (2) Failure to attain the required standard after one re-test will result in a 'failed to achieve the standard' comment in the student's AER. *A student that fails the initial test or re-test will not be eligible for course honors.*

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- (3) International Military Students. IMS must complete the course with an overall average of 70 percent or greater and pass all *Critical Evaluations*. IMS must attend all instruction and take all examinations unless specifically exempted by the Senior Instructor/ Battery Commander. IMS may use a paper translation dictionary, not a digital device during quizzes and examinations. This paper translation dictionary may not contain any added notes. Using a paper translation dictionary with added notes during a quiz or examination constitutes a breach of the USAFAS honor code. IMS **are** accountable for quizzes or examinations relating to instruction missed during official ISD trips.
 - (4) At the completion of a course, students who fail to meet the standards established in the graduation prerequisite memorandum cannot graduate and may be relieved (declared a non-graduate), recycled, or referred to a faculty board for an appropriate disposition recommendation. IMSs who have not met these standards at graduation will receive a Certificate of Completion rather than a diploma.
 - (5) At any time prior to graduation, the Senior Instructor/ Battery Commander may refer FACCC students to the CMDT based upon academic shortcomings (including academically marginal and academically deficient students), leadership deficiencies, disciplinary problems, acts of misconduct, honor violations, lack of motivation, lack of adaptability, or otherwise failing to satisfy standards for graduation.
- b. Grading. The minimum passing score for all examinations is 70 percent. Examinations and quizzes with allocated points will determine a student's academic average.
 - c. Retest. Only combat/course critical subjects will be re-tested. **One** retest will be authorized after retraining. The maximum attainable score on a retest for purposes of computing the student's academic average is 70 percent. It is the student's responsibility to attend all scheduled re-tests. Students who fail or have an unexcused absence for a retest may be referred to a faculty board and subsequently declared non-graduates. In exceptional cases, students may request an exception to policy for additional re-tests of a combat critical task from the Senior Instructor/ Battery Commander, through their SGL and Team Leader.
 - d. Academic Counseling. Small-group Leaders (SGLs) will counsel students on a regular basis. The initial counseling session will be during the first week of the course or as soon as practicable thereafter. In addition to the initial, periodic, and final counseling, all students should be counseled each time they fail a written examination, a hands-on performance evaluation, or a critical course assignment.
 - e. FACCC Honor Code. This honor code applies to all students in the FACCC CMDT and RC courses of instruction: A soldier *will not lie, cheat, steal, or tolerate those who do*. The FACCC honor code is based on the principle that integrity is an essential attribute of any military member. Any student, including an IMS, found guilty of an honor code violation by a faculty board may be relieved from their course by the CMDT and may face disciplinary action as well.

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- (1) Explanation. The honor code does not preclude students from working together, in or out of the classroom, when directed to do so by their instructors. The honor code is not designed to stifle individual academic freedom or deny sharing of knowledge or interaction with fellow students. However, **each graded examination, evaluation, and assignment, whether academic or skills-related, oral or written, weighted or un-weighted, must be an individual effort**. Students must not perform any act or omission that will provide to them or to other students an unfair advantage over their peers, such as collaboration (or toleration thereof) on graded examinations, evaluations, or assignments, unless specifically authorized to do so by their instructors. Instructors will inform students when they are permitted to work together to complete an examination, evaluation, or assignment. Finally, all students have an affirmative obligation to report suspected honor code violations to their FACCC chain of command as soon as possible.
- (2) Plagiarism. Plagiarism occurs when a student borrows written material from another writer but fails to credit the original writer with the work. *Each student's work is to be his own; no student may give or receive unauthorized aid in connection with graded examinations, evaluations, or assignments; and any student who knows of an honor code violation but fails to report it also commits an honor code violation.* When a plagiarized writing is presented to a FACCC instructor, it deceptively leads the instructor to believe the writing is the student's work-product when in reality it was written by someone else. Such deception violates the FACCC honor code. If the instructor concludes that a student committed plagiarism on an examination or assignment, the instructor will assign a score of zero and forward all available evidence through the chain of command to the 428th FA BDE Commander.
- (3) Violations. Honor code violations may be punishable under various provisions of the Uniform Code of Military Justice (UCMJ) and/or a student may be referred to an Academic Faculty Board for the offense.

8. ABSENCES.

a. Absence from Instruction.

- (1) Students must attend all scheduled classes and training events unless they are on approved leave or pass.
- (2) Senior Instructor/ Battery Commander is the approval authority for all leaves.
- (3) FACCC student passes will be processed in the following manner: A pass for weekend/holiday—route through SGL, and Team Leader, approved by Senior Instructor/ Battery Commander.

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(4) The student will submit all requests for leaves or passes, except in emergencies, at least fourteen working days in advance and will include the time frame/events to be missed, and a justification for the absence.

(5) The Senior Instructor/ Battery Commander may impose more restrictive leave or pass policies provided he complies with the provisions of AR 600-8-10, Leaves and Passes.

b. IMS Absence from Instruction.

(1) Except for emergencies, IMSs will attend all scheduled classes to include physical training, unless the training schedule stipulates otherwise, or as authorized below.

(2) Training not pertaining to IMSs (as defined by FACCC). IMSs will not attend training during CLASSIFIED instruction.

(3) Critical training. IMSs will attend “critical training.” Critical training is instruction in specific subjects that an IMS must pass for graduation, as defined in the course graduation prerequisite memorandum. Examples of critical FACCC training include instruction in battery tactics, battalion operations, and brigade operations.

(4) IMS Physical Training.

(a) IMS shall (IAW paragraph 10-30(b), AR 12-15, Joint Security Assistance Training) participate in all scheduled physical training. Physical training for IMS is an integral part of their course of instruction.

(b) IMS will not be required to pass the Army Physical Fitness Test (APFT) as a requirement for graduation IAW paragraph 10-30, AR 12-15, Joint Security Assistance Training. While not required for graduation, this does not preclude administering the APFT to IMS in all FACCC resident courses. If an IMS officer wants to compete for graduation honors, he must take the APFT. If he chooses NOT to take the APFT, he will *NOT* be considered for graduation honors.

(c) The Director, ISD will ensure that IMS age 40 and over will complete cardiovascular screening and receive medical clearance before participating in physical training.

(5) Pre-course Instruction. All IMS will complete the “Allied Prep Course” prior to entering the resident FACCC. The Director, ISD is authorized to excuse students from training for emergencies and as he deems appropriate during the Allied Prep Course.

(6) IMS Passes. IMS students in FACCC will follow the same procedure as the U.S. students. IMS will submit requests for pass fourteen days in advance and will include the time frame to be missed, justification, training to be missed, exact pass location, and telephone number. The request will include a recommendation from the SGL.

(7) Informational Programs. The Commander, 428th FA BDE is authorized to excuse IMS from scheduled instruction to attend scheduled informational program activities coordinated

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by ISD. IMS will not be responsible for material presented during that period of absence, but should work with the SGL to make up the instruction.

(8) National Holidays for IMS.

(a) When a national holiday for an IMS occurs on a training day, the IMS may request an authorized absence through their SGL to observe up to two such holidays. Normally, national holidays will be the country's Armed Forces Day and Independence Day.

(b) The SGL shall forward the request through the Team Leader to the Senior Instructor/ Battery Commander. The Senior Instructor/ Battery Commander will coordinate through the Director, ISD, but has discretion to approve the IMS's request for absence to observe a national holiday and may deny the request based upon the IMS's academic progress in the FACCC.

c. Religious Accommodation.

(1) FACCC accommodation of IMS religious practices shall comply with the provisions of DA Pamphlet 600-75, Accommodating Religious Practices, and paragraph 5-6, AR 600-20, Army Command Policy. In brief, Army policy is to accommodate religious practices when they will not have an adverse impact upon the military mission, to include the training mission. Unit commanders are encouraged to accommodate the unique religious worship requirements of their soldiers, including IMS, when mission requirements permit. *However, accommodation of a student's religious practices cannot be guaranteed at all times but must depend on military necessity.*

(2) Requests for accommodation of religious practices may be denied if they conflict with critical training events, including written examinations or hands-on performance evaluations, which are mission-critical.

d. Make Up Instruction Due to Excused Absences. The student, not the SGL, is responsible for making up academic instruction prior to an examination. The student can arrange make-up instruction by contacting the SGL and requesting material or supplemental instruction. Assistance may be in the form of issued instructional material or informal SGL highlights of key training objectives. Missed classes will not be re-taught and scheduled written examinations or hands-on performance evaluations will not be rescheduled solely because a student missed periods of instruction covered by the examination or evaluation.

e. Excused Absences from Written Examinations, Hands-on Performance Evaluations, or Critical Course Assignments.

(1) Except for excused absences and bona fide emergencies or illnesses, students must attend all written examinations, hands-on performance evaluations, and critical course assignments.

(2) Students must make up written examinations, hands-on performance evaluations, and critical course assignments missed due to authorized absences. The student must coordinate with the SGL for scheduling the make-up examination, evaluation, or assignment within 24 hours of

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returning to duty. Students returning to duty on weekends or holidays will contact the SGL prior to 1200 on the next scheduled class day; the SGLs are not responsible for contacting students. Students failing to contact the SGL within the prescribed time will receive a zero score for the examination, evaluation, or assignment and may be referred to the Senior Instructor/ Battery Commander for possible administrative action.

(3) Students who arrive late for a scheduled examination, evaluation, or assignment, due to an excused absence, may be permitted to participate at the discretion of the SGL. If the SGL decides not to allow the student to participate, the student must reschedule the examination, evaluation, or assignment in accordance with paragraph 7e (2) above.

f. Unexcused Absences from Written Examinations, Hands-on Performance Evaluations, or Critical Course Assignments.

(1) Students absent from an examination, evaluation or critical course assignment due to an unexcused absence will receive a grade of zero for the evaluation or assignment.

(2) Students who receive a zero due to an unexcused absence may be referred to the Senior Instructor/ Battery Commander for possible administrative or disciplinary action.

g. Extended Absences.

(1) A student who, due to an excused absence, misses two or more written examinations, hands-on performance evaluations, or critical course assignments will be referred to the Senior Instructor/ Battery Commander for possible administrative action including referral to a faculty board.

(2) The Senior Instructor/ Battery Commander may permit the student to reschedule the examination(s), evaluation(s), or assignment(s)

9. ACADEMIC EVALUATION REPORTS (AERs).

a. Under the provisions of AR 623-1, Academic Evaluation Reporting System, SGLs will prepare an AER for each student in their small group based upon if the student exceeded (Commandant's List only), achieved, marginally achieved, or failed to achieve course standards based upon the student's overall performance. The report will indicate demonstrated performance in the areas of written and oral communications, contribution to group work, research ability, and leadership skills based upon performance if placed in a designated leadership position. Additionally, the report will indicate whether the student meets standards for body composition and physical fitness. SGL will provide comment regarding demonstrated potential for service as a battery commander, battalion staff officer, and brigade assistant staff officer.

b. Procedure.

(1) AERs are prepared by the SGL and the Senior Instructor/ Battery Commander will review them. The rating chain will complete AERs in accordance with AR 623-1 and forward all AERs to ARB not later than 30 days after class graduation. SGLs will distribute student

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copies of AERs. ARB will be advised if individual copies have not been distributed. Individual copies of AERs that are forwarded to ARB must be accompanied by a valid mailing address (to include zip code or APO).

(2) AERs containing adverse or derogatory information will be referred to the rated individual by the reviewing official for acknowledgment and or comment in accordance with procedures outlined in paragraph 1-13, AR 623-1. The circumstances related to the adverse or derogatory information must be fully explained in item 16, Comments. Item 13 will be left blank on AERs for students relieved from a course of instruction for administrative rather than adverse reasons (for example, medical, compassionate, or hardship reasons), and the report need not be referred to the rated individual.

c. IMSS. Evaluation reports for IMSSs will be prepared on DA Form 3288-R, Academic Report Foreign Student Attending Service Schools, in accordance with AR 12-15. The SGL will prepare reports including both academic and professional evaluative comments.

10. INFORMATION SYSTEMS REQUIREMENTS.

- a. FACCC students are strongly encouraged to bring a personal computer (PC), a desktop, laptop or notebook for home usage. Internet access will still be an essential element of reference throughout the course. Laptops are provided for use in the classroom, and after hours access can be coordinated with the SGL for those without external internet access.



ANTONIO PEREZ III
MAJ, FA
Commanding

ROBERT A. KRIEG
LTC, FA
Commanding

Signature

Class

Date